

OCEAN COUNTY LIBRARY COMMISSION
MINUTES OF REGULAR MEETING
Tuesday, January 19, 2016

Attendees: Ocean County Library Commission
Bonnie R. Peterson, Vice Chair
Heather Barone
Henry J. Mancini
Christopher Mullins
Ruthanne Scaturro

Absent: Sal Baglio
Susan Hutler

Other Attendees: Jack Sahradnik, Library Counsel
Edward Feurey, Library Counsel
Susan Quinn, Library Director
Sara Hansen, Assistant Director
Rita Oakes, Chief Librarian, Branch Services
Jeri Gunther, Chief Librarian, Operations
Joseph Cahill, Maintenance Supervisor
Barry DePaul, Assistant Maintenance Supervisor
David Evans, Information Processing Manager
Jennifer Doderer, Personnel Director
Jennifer Woodman, Budget Officer
Deborah Blackwell, Training Coordinator
Harry Applegate, Administration
Sal Ottaviano, Public Information Officer
Larry Meegan, Assistant Public Information Officer
Dawn Heyson, Librarian of the Year
Carla Hendrickson, Support Staff Person of the Year
Desmond Slade, Assistant Supervising Maintenance Repairer

Presiding: Bonnie R. Peterson, Vice Chairperson

Mrs. Peterson read the Open Public Meetings Act at 4:07 p.m.

- A. In compliance with the Open Public Meetings Act of the State of New Jersey, adequate notice of this meeting of the Ocean County Library Commission was provided in the following manner:
1. On December 22, 2015, advance notice of this meeting was posted on the Bulletin Board located in the entrance hall of the Ocean County Library, 101 Washington Street, Toms River, NJ;
 2. On December 31, 2015, advance written notice of this meeting was published in the *Asbury Park Press*;
 3. On December 22, 2015, advance written notice of this meeting was filed with the Clerk of the County of Ocean;

4. On December 22, 2015, advance written notice of this meeting was mailed to all persons who, according to the records of the Ocean County Commission, paid for such notices on or after December 22, 2015.

A. Roll Call and Announcements

Ms. Quinn introduced the 2015 Librarian of the Year Dawn Heyson, Librarian 2, Lacey Branch; 2015 Support Staff of the Year Carla Hendrickson, Principal Library Assistant, Plumsted Branch; and winner of the 2015 Director's Award for Excellence Harry Applegate, Administrative Clerk. The second winner of this award, Kelly-Ann Pennell, Librarian 3, Little Egg Harbor Branch, was unable to attend the meeting.

Desmond Slade, Assistant Supervising Maintenance Repairer, Facilities Department was presented with a retirement resolution for his ten years of service by Mrs. Peterson. Retirement Resolution, Item "A" under New Business, is hereby approved.

Motion to approve: Mr. Mancini
Second: Mrs. Barone

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins, Mrs. Scaturro, Mrs. Peterson

Passed unanimously

All honorees were congratulated by the Commission and by the staff.

Dawn Heyson, Carla Hendrickson, and Desmond Slade left the meeting at this time.

B. Approval of Minutes, Regular Meeting, December 21, 2015 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Scaturro
Second: Mrs. Barone

Roll Call: Ayes: Mr. Mancini, Mrs. Scaturro, Mrs. Peterson
Abstained: Mrs. Barone, Mr. Mullins

Passed unanimously

C. Approval of Financial Statement, December, 2015 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Scaturro
Second: Mr. Mullins

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins, Mrs. Scaturro, Mrs. Peterson

Passed unanimously

D. Personnel Actions (Copy on file, Library Administration Office)

Motion to approve: Mrs. Scaturro
 Second: Mrs. Barone

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins, Mrs. Scaturro, Mrs. Peterson

Passed unanimously

E. Bill Certificate Lists # 13 and # 1 (Copy on file, Library Administration Office)

Motion to approve: Mrs. Barone
 Second: Mr. Mancini

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins, Mrs. Scaturro, Mrs. Peterson

Passed unanimously

F. Ratification of Salary Expenditures (Resolution on file, Library Administration Office)

Motion to approve: Mrs. Barone
 Second: Mrs. Scaturro

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins, Mrs. Scaturro, Mrs. Peterson

Passed unanimously

G. Director's Report

Collections & Circulation: Ms. Quinn stated that she was proud of library staff as they rose to the Commission Chair's challenge of reaching the goal of 300,000 library card holders and thanked library staff for their hard work.

Ms. Quinn said in 2016 the focus would be on a major component of the Library's 2013-2017 Strategic Plan "Library Materials, Something for Everyone." The strategy is to increase public use and awareness of our collection by ensuring the library provides a relevant, high-demand and dynamic collection of materials that meet the needs of all residents. She noted library card numbers are up and hopes to increase our circulation of materials, especially print materials. Ms. Quinn said that circulation is trending down and this is a challenge facing libraries across the country. She noted that OCL has the best and smartest management and staff and we will hard to figure this out together for the benefit of our residents. Ms. Quinn will keep the Commission posted as we pace towards this goal throughout the year.

Burlington County Library Reciprocal Borrowing Agreement: (Item "J" under New Business) Burlington County Library System wishes to renew their longstanding annual agreement with Ocean County Library. This was moved under New Business from a one month extension of their agreement to a renewal. We have a special relationship with the Joint Base library which is a critical part of our agreement.

Monmouth County Library System (Item "N") Ms. Quinn said that Monmouth County Library wishes to extend their reciprocal borrowing agreement with us for one month pending further review of the agreement. Ms. Quinn noted that Monmouth County Library wishes to renew the agreement with a \$6,000.00 cap and that previously the cap was \$25,000.00. Ms. Quinn said that Ocean County Library is now a greater net borrower from Monmouth County Library system than they are from Ocean County Library and this is primarily due to Ocean County Library residents using the Howell and Wall branches of the Monmouth County Library with usage up 199% and 135%, respectively, at these branches comparing 2010 to 2015. Ms. Quinn noted that the Howell branch is near the Lakewood Township border and the Wall Branch is near the Brick Township border. She noted the Ocean County Library branches nearest the Monmouth County border are Lakewood, Brick, Plumsted and Jackson branches. Ms. Quinn is reviewing which Ocean County Library branches are being used most by Monmouth County residents. Ms. Quinn said there may be some merit to considering adjusting the \$25,000.00 cap down to a \$6,000.00 cap. She noted the Ocean County Library's one (1) year agreement with Burlington County is currently at \$15,000.00. Monmouth County Library and Ocean County Library have historically had a three (3) year agreement. Ms. Quinn said she initially thought the usage patterns of Ocean County residents using the Monmouth County Library were due to Superstorm Sandy, but the usage patterns appear related to growth in the northern part of Ocean County and the southern part of Monmouth County. Ms. Quinn said that she would review the matter further with the Commission Finance Committee.

NJ Department of Labor and Workforce Development Grants: Ms. Quinn noted two major state grant opportunities for libraries. The first grant is related to career and job seekers in the amount of \$50,000.00 and the second grant is related to adult literacy in the amount of \$100,000.00. Ms. Quinn noted the library received, through the Ocean County Library Foundation, a \$25,000.00 grant from the OceanFirst Foundation for English as a Second Language (ESL) instruction and that this may make us strong applicant for the literacy grant. Ms. Quinn said Rita Oakes, Chief Librarian, Branch Services, Cathi Sheridan, Lakewood Branch Manager and Linda Feaster, Long Beach Island Branch Manager are working on a short turn-around time of February 5 to determine the viability and agreement requirements for the grant applications.

Toms River Carpeting Project: This major project which is funded by County Capital begins on the second floor of the Toms River Branch on January 25 and will last for a few weeks. Ms. Quinn thanked Joe Cahill, Zarita Mattox and the Toms River team for their efforts noting a plan was in place to avoid as much disruption as possible to the public. Ms. Quinn said that the carpeting project on the first floor of the branch was completed and it looks very nice. Mr. Mullins asked if the stairway will be carpeted as well, and Ms. Quinn replied yes.

H. Communications

Ms. Quinn noted the receipt of a letter and corresponding resolution from the Borough of Bay Head adopting the Ocean County Library's Smoke and Tobacco Free Library Campus Policy for the Bay Head Reading Center.

I. New Business

Resolutions

- A. Authorize a resolution honoring Desmond Slade, Toms River Facilities Department, who is retiring on February 1, 2016 after 10 years of service with the Ocean County Library;
- B. Authorize an agreement with the Toms River Parking Authority to provide free parking on Saturdays in the municipal parking deck for library patrons at a cost of \$10,000.00 for a twelve (12) month period of February 1, 2016, through January 31, 2017;
- C. Authorize the expenditure of the State Per Capita Aid account in the amount of \$251,616.00 for salaries in the 3rd pay period of 2016;
- D. Authorize the Library Buyer to purchase materials, supplies and equipment for the Ocean County Library through State Contracts and pursuant to the Local Public Contracts Law and all New Jersey State Laws; and authorize the Facilities Manager to purchase materials, supplies and equipment in the absence of the Library Buyer; and authorize the following Library titles (Library Director; Assistant Library Director, and Chief Librarian to sign orders for the payment of goods and services relating to the Library;
- E. Authorize a resolution to solicit formal proposals for a new Employee Assistance Plan (EAP);
- F. Authorize the Library to apply for the New Jersey Department of Labor and Workforce Development (LWD) Career Connections Grant for Uniform Guidance and Job Search Assistance in the amount of \$50,000.00;
- G. Authorize the Library to apply for the New Jersey Department of Labor and Workforce Development (LWD) Adult Literacy and Community Library Partnership Pilot Program grant in the amount up to \$100,000.00;
- H. Approve the use of the Civil Service Title Principal Personnel Technician;
- I. Authorize an Amended Intergovernmental Agreement with the Ocean County Board of Chosen Freeholders, Ocean County Department of Juvenile Services to provide a Delinquency Awareness and Prevention program for an additional amount of \$5,000.00 for a total of \$13,000.00 to be used for FY 2016, or until all funds have been expended;
- J. Authorize execution of a one-year reciprocal borrowing agreement with Burlington County Library System for the period of January 1, 2016, through December 31, 2016 for a reimbursement of \$1.00 per net loan not to exceed \$15,000.00

Bid Awards / Change Orders / Contracts

- K. Approving the Award of Bid for landscaping and snow removal services as follows;
 - Region II** (B, PX, P, UP) – Clean Cut Lawn Care – yearly cost- \$13,750.00;
 - Region III** (BKY, LA, WA, BGT, BD) – Clean Cut Lawn Care – yearly cost- \$27,575.00;
 - Region IV** (STF, TU, LBI, LEH) Dependable Land Maintenance – yearly cost - \$22,627.00
 - Region V** (PL, MA, JA, LAK) Clean Cut Lawn Care – yearly cost - \$24,680.00;
- L. Approve the Award of Bid for Security Camera Equipment to NJ Business systems in the amount of \$42,710.00;

Approvals

- M. Approve the Library Director to submit the New Jersey State Library Annual Report with the permission of the Library Commission Chairperson by the March 15, 2016, deadline;
- N. Approve a one (1) month extension of borrowing privileges to Monmouth County Library cardholders pending renewal of the reciprocal borrowing agreement;
- O. Approve the Ocean County Library's System Friends of the Library Steering Committee to host a Mahjong Tournament on Wednesday, April 20, 2016, from 8:00 a.m. to 4:30 p.m. at the Toms River Branch and to charge a registration fee of \$40.00;
- P. Approve library vehicles driven by approved staff to shuttle Mahjong Tournament participants on Wednesday, April 20, 2016, from the Ocean County Parking Deck to the Toms River Branch from 8:00 a.m. to 8:30 a.m. and also from 4:00 p.m. to 4:30 p.m.;
- Q. Approve the Jackson Women of Today's Food Pantry to place a collection bin at the Jackson Branch from Monday, February 1, 2016, through Monday, February 29, 2016;
- R. Approve the Lacey Friends of the Library to donate a tree and have it placed on library property honoring recently deceased Friends Vice President, Janet Siecke;
- S. Approve the Toms River Branch to be open after hours on Saturday, April 23, 2016, from 5:00 p.m. to 10:00 p.m. for the 10th Annual Student Film Festival;

Donations

- T. Accept a donation of \$200.00 from The Hecht Family Foundation for the Library;
- U. Accept a donation of \$6,500.00 from the Friends of the Brick Library for Adult, Young Adult, and Youth Services programming at the Branch;
- V. Accept a donation of a Mobile Feature Gondola Display that the Friends of the Stafford Branch have requested to purchase valued at \$1,219.99 for the Branch;
- W. Accept a donation of \$275.00 from the Ocean County Genealogical Society for the Toms River Information Services Department.

Mrs. Peterson noted that Item "A" was approved earlier and she proceeded with:

Approval of Items "B" through "W":

Motion to approve: Mr. Mullins

Second: Mr. Mancini

Roll Call: Ayes: Mrs. Barone, Mr. Mancini, Mr. Mullins, Mrs. Scaturro, Mrs. Peterson

Passed unanimously

- J. Old Business
- K. Public Comment
- L. Closed Session: There was no closed session.

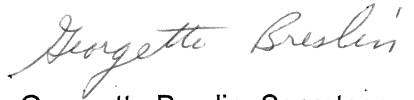
M. Move to adjourn: Mr. Mancini
Second: Mrs. Scaturro

Roll Call: All members answered Aye

Passed unanimously

The meeting adjourned at 4:24 p.m.

Respectfully submitted,



Georgette Breslin, Secretary
Ocean County Library Commission